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30 NOV 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]

Director of Information Services

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SUBJECT: OIS Weekly Report (23-29 November 1983)

Office of the Director

Twenty-two members of OIS and one member of the Office of Finance attended the Alcohol Program Management Training session for supervisory personnel on 29 November in the OIS Conference Room. The two team members presenting the lecture, which was supported by slides and a 40-minute movie, are dynamic and obviously dedicated toward solving the problems created by alcoholism.

Classification Review Division

CRD learned that a book to be published by Sydney A. Rand, former Ambassador to Norway, may contain information which could compromise the [REDACTED] Contacts with pertinent offices in other parts of the Intelligence Community have failed to provide any details on the contents of the book which is reported to be titled, In The Meantime. It is possible that two Department of State officers who worked with the Ambassador in Oslo will be able, as friends, to get him to submit the manuscript for prepublication review. [REDACTED]

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Three members of CRD reviewed 24 documents containing 108 pages from several sources including DOD and PRB.

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where marked

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C O N F I D E N T I A L**Records Management Division**

Chief, RMD met with Chief, Engineering Division/Office of Data Processing (ODP) to discuss a joint OIS/ODP study group to look at the possible requirements for optical disk technology in the Agency, to monitor developments in this technology, and to study current optical disk applications within and outside the Agency. The task force is an outgrowth of the exchange between the Directors of OIS and ODP relative to the use of this optical technique to store data currently recorded on magnetic tapes at the Agency Archives and Records Center (AARC). The study group will be expanded to include representatives from the Office of Central Reference/DI, Office of Development and Engineering/DS&T, and the Information Management Staff/DO--components with an active interest in optical disk applications.

RMD has learned that a second contract programmer will be joining the Information Technology Branch (ITB) on 3 January 1984 to work on the TRIS project. The arrival is about a month later than requested because the contractor was unable to obtain a qualified and cleared individual to begin work sooner. This delay will not have a major impact on ITB's ability to meet the projected completion date of TRIS.

AARC personnel made six additions, seven changes, and 15 deletions in RAMS; keyed 23,273 entries into ARCINS; serviced 1,785 requests for records; added 38 cubic feet of records to storage; and transferred 270 cubic feet of material to hammermill for destruction.

Regulations Control Division

RCD is processing a total of 116 jobs which include 13 new and revised proposals, ten issuances in active negotiation and coordination, five issuances sent forward for approval, nine issuances prepared for publication by P&PD, and 11 issuances published.

A publication of particular interest is the bulletin which announced the presentation providing an update of new products by Wang Laboratories in the Headquarters Auditorium on Friday, 9 December 1983.

Information and Privacy Division

A separate report is attached.

Attachment:
As stated



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